



# FEDERAL LABOR RELATIONS AUTHORITY

## CAREER OPPORTUNITY ANNOUNCEMENT

### DELEGATED EXAMINING AUTHORITY AND/OR MERIT STAFFING

<b>Announcement No:</b> FLRA 02-16		<b>Opening Date:</b> July 25, 2002 <b>Closing Date:</b> August 23, 2002	<b>Job Title, Pay Plan, Series and Grade:</b> General Attorney (Labor), GS-905-9 <u>OR</u> Law Clerk Trainee, GS-904-9 <u>OR</u> Labor Relations Specialist, GS-233-9 <b>Grade level is not negotiable</b>
<b>Number of Vacancies:</b> One	<b>Promotion Potential:</b> GS-13	<b>Salary Range:</b> GS-09: \$38,406 - \$49,924  Salaries include 2002 locality rate for the Washington, DC geographic area.	
<b>Duty Station/Agency Component:</b> Office of the General Counsel, Washington Regional Office, Washington, DC			
<b>Who May Apply:</b> Status and Non-status - Nationwide (i.e., all candidates)  <b>NOTE: If you are a candidate with a disability and need a reasonable accommodation for any part of the application and hiring process, please notify the Agency.</b>		<b>Work Schedule/Type of Appointment:</b> If filled as Law Clerk or Attorney, the position is in the Excepted Service. If filled as a Labor Relations Specialist, the position is in the Excepted service and can be filled by status candidates or under delegated examining authority. Permanent Full Time	
<b>Major Duties: Your responsibilities will include:</b> <ul style="list-style-type: none"> <li>➤investigate and settle unfair labor practice charges;</li> <li>➤process representation petitions;</li> <li>➤conduct and supervise elections; certify election results to the parties;</li> <li>➤conduct hearings, issue final decisions and orders based on the records established in those hearings;</li> <li>➤conduct programs using facilitation skills, intervention techniques, training, and education to develop the parties' interest-based problem solving skills; and</li> <li>➤assist the parties in the design of permanent alternative dispute resolution systems.</li> </ul> <p>The Agency is highly automated and currently uses Corel Word Perfect for word processing, the Microsoft Outlook electronic mail system, and Oracle for database management.</p>			
<b>Conditions of Employment:</b> U.S. Citizen Security Investigation Extensive Travel			
<b>Qualifications Required:</b> Law Clerk Trainee: Applicants do not have to be members of the Bar but must have earned the first professional law degree (LL.B. or J.D.) from an accredited law school. If hired as a Law Clerk Trainee, individual will be required to pass the Bar within 14 months. General Attorney (Labor): Applicants must have earned the first professional law degree (LL.B. or J.D.) from an accredited law school and must have been admitted to the Bar. Labor Relations Specialists: Applicants must have one year of specialized experience equivalent to at least GS-7 in the Federal service -OR- a master's or equivalent graduate degree - OR- 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related. Specialized experience is that which has equipped the applicant with the particular knowledge, skills,			

and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

**Desired Quality Ranking Factors:**

1. Knowledge of labor law, labor relations, personnel management regulations, policies and practices.
2. Ability to investigate and research complex factual and legal issues.
3. Ability to analyze legal and/or factual issues and make recommendations regarding their disposition.
4. Ability to communicate effectively, both orally and in writing.

**Special Remarks:**

Relocation expenses will not be paid.

If filled as a Labor Relations Specialist, employees new to the Federal government must serve a one-year probationary period.

If filled as a Law Clerk Trainee, the appointment is time-limited (up to 14 months), and the highest grade attainable is GS-11. Upon admission to the Bar, the selectee may be considered for a non-time-limited General Attorney appointment, and may receive promotions without further competition up to grade GS-13. If filled as an Attorney, non-preference eligible employees new to the Federal government must serve a two-year trial period; preference eligible employees serve a one-year trial period.

Transcripts, including grade-point-average, are required for entry level Attorney and Law Clerk positions. Position requires extensive travel.

**Agency Mission:** The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

**Employee Programs and Benefits:** As an employee-oriented Agency, FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. Frequent travelers may participate in a travel gainshare pilot July 1, 2001-December 2002. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees, which works toward strengthening a collaborative and constructive labor-management relationship. The Agency has an administrative procedure which affords grievants an avenue of assistance when they seek personal relief in a matter relating to employment conditions which are subject to the control of Agency management.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employee's Retirement system permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan

(similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

**How To Apply:** So that we can fully consider your application, submit your resume **with the information described on the attached Application/Resume Checklist**, so that the information is **received** at the following address **by 5:00 p.m. Eastern Standard Time on the closing date:** Federal Labor Relations Authority, Human Resources Division, **607 14th Street, NW, Suite 430, Washington, DC 20005.**

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. Faxed applications will not be accepted. There is a statutory prohibition against using Government-franked envelopes to mail applications.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.

#### **DEFINITIONS:**

**Competitive vs. Excepted Service.** Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria. The excepted service includes all civilian positions in the executive branch which are specifically excepted from the competitive service by law, Executive order, or regulation, and includes student positions, those of a confidential or policy-determining character, and those for which it is not practicable to examine against a qualification requirement.

**Competitive Status vs. Non-Status Candidates.** Federal employees acquire competitive status by completion of a probationary period under a career-conditional or career appointment in the competitive service. Non-status candidates are applicants who have never served in a competitive status position in the Federal service.

**Intermittent Appointment.** Service where the employee works on an irregular basis for which there is no prearranged scheduled tour of duty.

**Salary Range.** Candidates with no prior Federal service generally are selected at the minimum pay rate of the grade for which selected. However, occasionally a candidate possesses superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division must determine salary prior to extending a final offer of selection.

**Preference Eligible.** Candidate with veterans preference.

**Promotion Potential.** The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

**Selective Factor vs Quality Ranking Factors.** A selective factor is a knowledge or skill an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

**Term Appointment.** These are positions that last more than one year but not more than four years, and which are of a project nature where the job will terminate upon completion of the project.

**Trial and Probationary Periods.** Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans' preference eligibles, and a one-year period if they are a veterans' preference eligible. Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During these trial and probationary periods, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

## APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.  
Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- Vacancy number, position title and grades(s)

### **Personal Information**

- Full name, mailing address (with zip code), phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Veterans' preference
- Reinstatement eligibility, if any
- Highest Federal civilian job held, if any (include title, job series, and dates held)

### **Education**

- High school (name, city, state and zip code); date of diploma or GED
- Colleges or universities (name, city, state, and zip code); Majors
- Type and year of degrees received (if no degree, show semester/quarter hours).
- Transcripts if applying for entry level Attorney, Law Clerk, or Outstanding Scholar position.

### **Work Experience**

- Title (and series/grade if Federal job)
- Duties (for each paid and non-paid work experience related to the vacancy)
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month, day, and year)
- Hours per week, and beginning and ending salary
- Indicate if we may contact current supervisor

### **Other Qualifications**

- Training (title, hours, year)
- Special skills (e.g., computer software/hardware, typing speed, etc.)
- Current certificates and licenses (e.g., Bar membership; CPA)
- Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking).

### **Selective Factors and Desirable Knowledge, Skills, Abilities Factors**

All applicants must address each listed factor in a separate document attached to their application.

### **Race and National Origin Questionnaire**

All applicants are requested to complete the attached "Race and National Origin Background Questionnaire"

### **Performance Appraisal**

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

### **Veterans' Preference DD-214**

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

### **ICTAP or CTAP Eligibility**

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof

United States  
Federal Labor Relations Authority  
**Background Survey Questionnaire 79-2**

Form Approved OMB No. 50-RO-616

<p style="text-align: center;"><b>GENERAL INSTRUCTIONS</b></p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name <del>(Last, First, MI)</del> _____</p> <p>Position for which you are applying _____</p> <p>Date (Month, Day, Year) _____</p> <p>1. Social Security Number _____</p> <p>2. Year of Birth <b>19</b> _____</p> <p>3. Do you have any physical disability? _____</p>	<p style="text-align: center;"><b>PRIVACY ACT INFORMATION</b></p> <p style="text-align: center;"><b>GENERAL</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;"><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;"><b>PURPOSE AND ROUTINE USES</b></p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;"><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;"><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| 01 - Private Information Service                   | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)       |
| 02 - Newspaper                                     | 10 - Agency or Other Federal Government Recruitment at School or College |
| 03 - Magazine                                      | 11 - Federal, State or Local Job Information Center                      |
| 04 - Radio   | 12 - Religious Organization  |
| 05 - TV  | 13 - School or College Counselor or Other Official                       |
| 06 - Poster  | 14 - Friend or Relative Working for Agency                               |
| 07 - Private Employment Office                     | 15 - Friend or Relative Not Working for Agency                           |
| 08 - State Employment Office (Unemployment Office) | 16 - Other (Specify) _____   |

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

**ETHNICITY:** Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

**RACE:** **American Indian or Alaskan Native** -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. **Asian or Pacific Islander** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**Black or African American** -- A person having origins in any of the original peoples of Africa. **White** -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p><b>A. Race</b></p> <p>1. American Indian or Alaskan Native</p> <p>2. Asian or Pacific Islander</p> <p>3. Black or African American</p> <p>4. White</p> <p>5. Other (Specify) _____</p>	<p><b>B. Sex</b></p> <p>1. Male</p> <p>2. Female</p>	<p><b>C. Ethnicity</b></p> <p>1. Hispanic Origin</p> <p>2. Not of Hispanic Origin</p>
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